

JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA

An Equal Opportunity Employer

Human Resources Office, 498 Ave Lukusa, Kinshasa

Phone 081-8806193; e-mail: HRKinshasa@state.gov

ANNOUNCEMENT NUMBER: 15-19

OPEN TO: **U.S. Citizen Eligible Family Members (EFMs) only** – All Agencies

POSITION: **Management Assistant, FP-5**
(May be hired at Training/Developmental Level)

OPENING DATE: March 23, 2015

CLOSING DATE: **Open until filled**

WORK HOURS: 40 hours/week

(Position will be available in May 2015.)

SALARY: Information on salary may be obtained from the Human Resources Office.

The U.S. Embassy in Kinshasa is seeking an individual for a Management Assistant position in the Management Office.

BASIC FUNCTION OF POSITION

Provides policy support services and assistance to the Management Office in the design and implementation of Management ad hoc projects. Identifies procedural or regulatory issues and makes policy recommendations based on interpretation of regulations. Drafts and finalizes Management policies for publication. Receives, redirects and tracks all legal actions against the mission. Conducts or directs various surveys requested by the Department. Develops the content of the Mission's Intranet website. Leads Collaborative Management Initiative efforts, coordinates ICASS survey and evaluates process maps.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: University degree in liberal arts, business administration, or related field is required.

Experience: 3 years experience in management and/or organizational planning is required.

Language: Level IV (Fluent) Speaking/Reading/Writing English is required.

Knowledge: Broad familiarity with Department of State regulations and procedures. Knowledge of administrative concepts and practices sufficient to enable the incumbent to recommend changes to administrative policies, devise and install procedures and office practices affecting subordinate sections/units, and foresee administrative problems and requirements. Knowledge of correct grammar, spelling punctuation, capitalization, and format to accurately prepare and edit written correspondence and reports.

Skills and Abilities: Good writing and editing skills and computer skills. Ability to research and interpret the FAM, FAH, Standardized Regulations, host country regulations. Ability to gather information and draft complex correspondence independently. Ability to use computer tools to quickly and accurately research and compile information and produce policy recommendations. A positive approach to problem solving and high customer standards. Able to obtain clearance.

SELECTION CRITERIA

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule. The candidate must be able to obtain and hold security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered: Application for U.S. Federal Employment, [DS-174 - Job Application Form](#) or

1. A current resume or curriculum vitae that provides the same information as a DS-174;
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. Please submit the complete application package to Human Resources Office, 498 Ave. Lukusa, Kinshasa or via email to HRKinshasa@state.gov

DEFINITIONS

1. AEFM: A U.S. citizen, at least 18 years of age, who is eligible for employment on a Family Member Appointment (FMA) provided s/he::
 - Is listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority.
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFM's and EFM's of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

The US Mission is an equal opportunity employer.

CLOSING DATE: Open until filled

Drafted: HR: CKUWAKATA
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